

**November 17, 2004**

**WEST VIRGINIA BULLETIN NO. WV120-5-2**

**SUBJECT: ADS – Changes in Direct Deposit and Program Payment Processes**

**Purpose:** Transferring the Responsibility of the Direct Deposit Forms (SF-1199A) to the Field Offices and What is Required When Sending Farm Bill Program Payments (that are in ProTracts) to the State Office

**Expiration Date:** This bulletin expires September 30, 2005.

In the original Program Implementation Process developed for the EQIP Migration, the Field Offices (FO) were to enter Direct Deposit information and prepare participants' Practice Approval and Payment Application (CCC-1245) for second level review by Financial Management Staff. Here in WV, the decision was made to bring part of these processes to the State Office because we wanted to reduce the workload of the FO, we thought centralized entry would increase efficiency, and we could secure these forms in one location. This has not worked out as we anticipated for the following reasons:

- the FO have numerous questions on the status of Direct Deposit forms or payments which are overwhelming the Administrative staffs
- the Direct Deposit information migrated from FSA are not up-to-date and resulting in the need for new forms requested and entry into Protracts
- State Office is unable to verify with the participant if the Direct Deposit information is current for payments
- large volume of errors on the Direct Deposit Form or CCC-1245 requires follow-up by one person

In consultation with the ASTC-Field Operations, we have decided to transfer the responsibility for the Direct Deposit Form entry into Protracts and CCC-1245 preparations to the FO.

## **DIRECT DEPOSIT FORMS**

The Direct Deposit Forms transition period will occur this week. With the assistance of two Program Assistant (PA) from the field, the first thing we are going to do will be to get all payments that are currently here at the State Office processed. The next thing we will do is have the PAs separate all the Direct Deposit Forms according to FO. Special thanks go to Jeanette Lantz, PA, Kingwood and Barbara Victor, PA, Mt. Clare for their invaluable assistance on sorting the forms. I also want to thank the offices these PAs service for their understanding.

Each District Conservationist (DC) will be receiving Direct Deposit Forms that have already been entered, ones that have not been entered, and ones that we are having problems with. All Direct Deposit Forms will be Fed Ex'ed to the appropriate FO this week. Effective with the receipt of these Direct Deposit Forms, FO will input and verify this information locally it is our intent that PAs will handle this workload. Under separate cover, an updated PA service area will be provided to FO. We are in the process of advertising additional PA to service 2-3 FO.

There are approximately 25 Direct Deposit Forms that are not in ProTracts. We are assuming that these must be for either a prior WHIP or AMA contract that is not in ProTracts. The Direct Deposit Forms that we receive for any Farm Bill Program that is not in ProTracts are handled differently. The Management Services staff will send out an e-mail with a list of landowners we have been unable to identify the Farm Bill Program or Contract Number. If on this e-mail you locate a landowner that you have a contract with, you need to send Nikki Moody, Program Assistant, an e-mail identifying the Farm Bill Program and the Contract Number for the Direct Deposit Form.

The following items must be checked before actually entering the Direct Deposit Forms.

- check mailing address (if address is not correct in ProTracts it must first be corrected in SCIMS)
- check the Tax ID number to make sure it is the same number on both the Direct Deposit Form and ProTracts. It will either be the landowners SSN or the Business Vendor Tax ID
- make sure landowner or business name is the Name of Payee (Section 1, Block A) on the Direct Deposit Form and matches the name on the contract in ProTracts (this will be the Decision Maker)
- make sure the Decision Maker's spouse does not send in the Direct Deposit form only in their name with only their signature. If this is the case a new Direct Deposit Form will have to be requested. **Signatures on Direct Deposit Forms must match the landowner signature on their CCC-1200 (contract) and the signature on the CCC-1245 (payment).**

If everything on the Direct Deposit Form matches the contract in ProTracts, you can then enter the banking numbers in ProTracts by doing the following:

- select the contract
- click on VIEW
- click on PARTICIPANT INFORMATION
- click on VENDOR INFORMATION
- click on EDIT VENDOR (this will bring up the Vendor Information Screen)
- click on “Yes” on question “Should the 1099 be sent to this address”
- select CHECKING or SAVINGS
- enter the Bank Information Routing Number. This number will be on the Direct Deposit Form in Section 3 or you can get the number from the attached VOIDED check. This 9-digit number will be the first set of numbers listed on the bottom of the check (see attached example)
- enter the Landowner’s checking account number. It will be located on the Direct Deposit Form in Section 1, Block E or you can get the number from the VOIDED check attached to the Direct Deposit Form. It will be the second set of numbers located on the bottom of the check. Please make sure you do NOT include the “sequential check number” as part of the checking account number (see attached example)
- click on SAVE VENDOR
- you will get a message that reads “Vendor Request Changed” – at this point click on OK
- you will then see a box that will have the landowners name and address. At the right of that box you will see a column marked DIRECT DEPOSIT. There should be a check-mark in that column. If there is, just click on OK.
- the last thing you will do before closing will be to click on SAVE

**Please remember the Direct Deposit Form information must be kept in a secure area.**

## **PAYMENTS**

All Farm Bill Payments **in ProTracts** should be sent to Financial Management. It is our intent that PAs will assist the DCs with this workload. The following is required for all payments in ProTracts:

- copy of the Direct Deposit Form (SF-1199A)
- copy of the CCC-1200 (both the FSA landowner signed page) and a printed copy of the entire contract out of ProTracts
- the CCC-1245 for each completed practice item. You must send in a copy of the CCC-1245 which shows the landowners signature. If the DC's ELECTRONIC SIGNATURE is not on this copy you must print out a copy of the CCC-1245 from ProTracts which shows the DC's electronic signature in Block 25 on the CCC-1245.
- The "Summary of Itemized Cost" form
- copy of the PAYMENT LIMITATION SHEET for all 2002, 2003, and 2004 EQIP contracts.

Since the official file for EQIP is at the FO you should keep the original forms in the FO contract folder. **We will accept fax and/or Xerox copies of payments.**

**A teleconference is scheduled for 9:00 a.m., Thursday, November 18** to review this bulletin and answer any questions you may have on either the Direct Deposit Forms or the payments. An e-mail has been sent to you today with the call-in numbers. We have enough lines for each of the Area Offices and each FO. If the District Conservationist cannot attend, a representative from that FO should attend. Also, all Program Assistants are required to attend this teleconference.

If you have any questions regarding this Bulletin, please contact:

- Nikki Moody, Administrative Services, 304-284-7577, in regard to the Direct Deposit Forms and,
- Ron Bricker, 304-284-7554 or Susan Edgar, 304-284-7555, Financial Management, in regard to questions pertaining to the payments.

/s/

**LILLIAN V. WOODS**  
**State Conservationist**

Attachment

DIST: AO  
FO  
Management Services Staff  
Financial Management Staff  
Richard Heaslip, Acting ASTC-Operations  
Herb Andrick, Resource Conservationist

# ATTACHMENT

## SAMPLE OF A BLANK CHECK

<b>JOHN DOE</b>		<b>535</b>
<b>111 PARK AVENUE</b>		
<b>HEAVENS GATE, WV 11111</b>		
DATE _____		
_____ \$ _____		
_____		
<b>BANK ONE</b>		
Memo _____		_____
<b>051900366</b>	<b>12345678</b>	<b>0535</b>

First set of numbers  
(9-digits) is the BANK  
ROUTING NUMBER

Second set of numbers  
will be the landowners  
CHECKING ACCOUNT  
NUMBER

This is just the sequential  
check number and is NOT a  
part of the checking account number